

## **VOLUNTEER OPPORTUNITY**

**Position Open:** Applications are being accepted until position(s) are filled.

**Position Title:** Arizona Law Enforcement Volunteer (ALEV) Clerical Assistant – Human Resources.

**Department/Division:** Agency Support Division, Human Resource Office.

**Workplace Address:** 2102 W. Encanto Blvd. Phoenix

**Number of Hours/Week:** Flexible, minimum of 8 hours per week.

**Days of Work Week:** Flexible, will work around school or work schedule if necessary.

**Start/End Hours:** Flexible within the hours of 8am to 5pm.

**Position Description:** This position provides clerical assistance to the Human Resources Bureau. Examples include screening incoming telephone calls in order to provide assistance or refer call to appropriate staff member. Greets visitors (e.g., Department personnel, other state or law enforcement agency personnel and the general public) in person in order to provide assistance or refer to appropriate staff member; manages assigned unit's mail; screens incoming correspondence in order to refer correspondence to appropriate staff member for response and prepares unit's outgoing mail for pick-up.

**Qualifications:** Requires any combination of office or clerical experience (including public contact).

**Application and Selection Process:** Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

**Apply:** Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

The Arizona Department of Public Safety is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion, or other employment practices for reasons of race, color, religious creed, national origin, sex, age, or disability.